



Dear Small Business Vendor;

The State of New Jersey's Small Business Set-Aside program includes goals that 25% of state contract and purchase order dollars be awarded to 15% Small Business Enterprises (SBE), 7% Minority Business Enterprises (MBE) and 3% Women Business Enterprises (WBE). Small Business Enterprise (SBE) registration adds your company's name to the state listing of vendors eligible to participate in these selected contract offerings.

Standards of Eligibility for "Small Business"

- The business must be independently owned and operated; management being responsible for both its daily and long term operation, by managing and supervising the work involved for production or service. Clear evidence of inventory movement on hand, in and out of the facility.
- Management owning at least 51% interest in the business.
- Must be incorporated or registered to do business in the State and have its principal place of business in New Jersey.
- 51% or more of its employees work in New Jersey supported by paid New Jersey unemployment taxes.
- 51% or more of its business operations/activities occur in New Jersey supported by income and/or business tax returns.
- The business must be a sole proprietorship, partnership or corporation with 100 or fewer employees in full-time positions. Staff not included in this definition:
 - Seasonal and part-time employees employed for less than 90 days, if seasonal and casual part-time employment are common to that industry and
 - Consultants employed under contracts not related to the goods and services which are the subject of the specific contracts the business wants to be eligible as a small business.

NJSAVI (New Jersey Selective Assistance Vendor Information) is a database designed to assist small, women and/or minority businesses that wish to do business with the State of New Jersey and the private sector. The NJSAVI marketplace aids in matching buyers and vendors for private contracting opportunities.

To be approved as a Small Business Enterprise (SBE) for the State of New Jersey Small Business Set-Aside program and be listed in the NJSAVI marketplace, please complete the New Jersey Small Business Vendor Registration Form enclosed.

- To identify your commodity codes, **visit the state treasury website at www.state.nj.us/treasury/purchase/commsrch.htm**.

- ***For general contractors and construction businesses, please request the construction craft code list by calling 609-292-2146.***
- **Notarize and enclose the completed application with a non-refundable check or money order in the amount of \$100 made *payable to NJ Commerce* and mail to:**

**New Jersey Commerce
Office of Small Business
20 West State Street
PO Box 820
Trenton NJ 08625-0820**

DO NOT SEND CASH

Should you have additional questions in completing this form, call our office at **(609) 292-2146** or the **New Jersey Small Business Development Center** at **(973) 353-5960**.

If you are seeking certification as a minority or woman-owned business enterprise and wish to obtain an application, call 1-888-239-1288, fax (609) 292-9145 or visit our website at www.state.nj.us/commerce/swmb/uca.htm

Bidder's List

If your business enterprise is not registered with the New Jersey Purchase Bureau receive State bid opportunities; call **(609) 984-5396** or visit their website at www.state.nj.us/treasury/purchase to request a Bidder's Mailing List Application.

An Important Note about Internet Access

If you are presently not connected to the Internet, you can still access the world wide web by visiting your local library. Libraries have computer terminals with free access available for community members.



1-888-239-1288

www.state.nj.us/commerce/smallbiz.html

State of New Jersey Small Business Vendor Registration Form

Print or Type

Firm Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Street Address (actual location of business required if different from above) _____

 City _____ State _____ Zip _____
 County _____
 Phone _____
 E-Mail _____
 Contact Person _____
 Title _____
 Federal ID # _____
 Social Security # _____
 (Use S.S.# ONLY if you don't have a Federal ID#)

For Agency Use Only

Approved _____ Date _____
 Disapproved _____ Date _____
 Notes _____

 Resubmitted (Date) _____
 SAVI Vendor ID # _____
 Payment Included Yes No
 Payment Date _____

DO NOT WRITE IN THIS SPACE

ANSWER ALL QUESTIONS

(complete both sides)

- Describe the firm's major field(s) of operation _____

- Check the firm's gross dollar sales for the past year
 _ Less than \$100,000 _ \$100,000-\$500,000 _ \$500,000-\$1M _ \$1M-\$5M _ \$5M-\$10M _ Over \$10M
- Is this company independently owned and operated whereas the management owns at least 51% and is responsible for both daily and long-term operations? Yes No
 If no, give name, address and phone number of parent company _____

- Is this company authorized to do business in New Jersey? Yes _____ (year) No
- The business was established on (give date) ____/____/____ as a (check one)
 Sole Proprietor Partnership Limited Liability Corp Corporation
- Is the company's principal place of business located in New Jersey? Yes No
 If no, provide full business name, address and phone number _____

- At least 51% of company's current employees work in: New Jersey Other locations
 - Number of full-time employees at **out-of-state location(s)** _____
 - Number of full-time employees at **address applying for this registration** _____
 - Number of full-time employees at **all other New Jersey locations** _____
 - Grand total of full-time employees for all offices** _____
- At least 51% of this firm's business is conducted in: New Jersey Other locations
- Is this firm in a construction-related industry? Yes No
 - If yes, list all construction craft codes (from attached list)

